

## PRIVACY POLICY

01.01.2021

### 1. Personal Data

- 1.1. LABACK LAW collects, processes and uses your personal data only with your consent or mandate or order for the purposes agreed with you or if there is another legal basis in accordance with the Data Protection Regulation; this is done in compliance with the provisions of data protection and civil law.
- 1.2. We only collect personal data that is necessary for the performance and processing of our legal services or that you have voluntarily provided to us.
- 1.3. Personal data are all data that contain individual information about personal or factual circumstances, for example name, address, email address, telephone number, date of birth, age, gender, national insurance number, video recordings, photos, voice recordings of persons as well as biometric data such as fingerprints. Sensitive data such as health data or data related to criminal proceedings may also be included.

### 2. Information and Deletion

- 2.1. As a client or, more generally, as a data subject, you have the right - subject to the lawyer's duty of confidentiality - to obtain information at any time about your stored personal data, their origin and recipients and the purpose of the data processing, as well as the right to rectification, data transmission, objection, restriction of processing and blocking or deletion of incorrect or inadmissibly processed data.
- 2.2. If there are any changes to your personal data, we request that you inform us accordingly.
- 2.3. You have the right to revoke your consent to the use of your personal data at any time. Your request for information, deletion, correction, objection and/or data transfer, in the latter case provided that this does not involve a disproportionate effort, may be addressed to the address of the law firm stated in point 8 of this declaration.
- 2.4. If you are of the opinion that the processing of your personal data by us violates the applicable data protection law or that your data protection claims have been violated in any other way, you have the possibility to complain to the competent supervisory authority. In Austria, the competent authority is the data protection authority.

### 3. Data security

- 3.1. Your personal data is protected by appropriate organisational and technical precautions. These precautions relate in particular to protection against unauthorised, illegal or even accidental access, processing, loss, use and manipulation.
- 3.2. Notwithstanding our efforts to maintain an appropriately high level of due diligence at all times, it cannot be ruled out that information which you disclose to us via the Internet may be viewed and used by other persons.

**3.3.** Please note that we therefore accept no liability whatsoever for the disclosure of information due to errors in data transmission not caused by us and/or unauthorised access by third parties (e.g. hacking attack on email account or telephone, interception of faxes).

**4. Use of the Data**

**4.1.** We will not process the data provided to us for purposes other than those covered by the mandate agreement or by your consent or otherwise by a provision in accordance with the GDPR. This does not include the use of the data for statistical purposes, provided that the data provided has been anonymised.

**5. Transfer of Data to Third Parties**

**5.1.** In order to fulfil your order, it may also be necessary to forward your data to third parties (e.g. the other party, substitutes, insurance companies, service providers whom we use and to whom we make data available, etc.), courts or authorities. Your data will only be forwarded on the basis of the GDPR, in particular for the fulfilment of your order or on the basis of your prior consent.

**5.2.** Furthermore, we inform you that in the course of our legal representation and support, we regularly obtain factual and case-related information from third parties.

**5.3.** Some of the above-mentioned recipients of your personal data are located outside your country or process your personal data there. The level of data protection in other countries may not be the same as in Austria. However, we will only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection or we take steps to ensure that all recipients have an adequate level of data protection for which we enter into standard contractual clauses (2010/87/EC and/or 2004/915/EC).

**6. Disclosure of Data Breaches**

**6.1.** 6.1 We will endeavour to ensure that data breaches are identified at an early stage and, where appropriate, reported to you or the relevant supervisory authority without delay, including the relevant categories of data involved.

**7. Retention of Data**

**7.1.** We will not retain data for longer than is necessary for the fulfilment of our contractual or legal obligations and for the defence of any liability claims.

**8. Cookies**

**8.1.** This website uses "cookies" to make our services more user-friendly, effective and secure.

**8.2.** A "cookie" is a small text file that we transfer via our web server to the cookie file of the browser on the hard drive of your computer. This enables our website to recognise you as a user when a connection is established between our web server and your browser. Cookies help us to determine the frequency of use and the number of users of our website. The content of the cookies we use is limited to an identification

number that no longer allows any personal reference to the user. The main purpose of a cookie is to recognise visitors to the website.

**8.3.** Two types of cookies are used on this website:

- 8.3.1. session cookies: these are temporary cookies that remain in the cookie file of your browser until you leave our website and are automatically deleted at the end of your visit.
- 8.3.2. Permanent cookies: For a better user experience, cookies remain stored on your terminal device and allow us to recognise your browser on your next visit.

**8.4.** You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general and activate the automatic deletion of cookies when closing the browser. If you deactivate cookies, the functionality of this website may be limited.

**9. Web-Analysis**

**9.1.** Our website uses functions of the web analysis service Google Analytics, a web analysis service of Google Inc. ("Google") based in the USA. Cookies are used for this purpose, which enable an analysis of the use of the website by your users. The information thus generated is transferred to the provider's server in the USA and stored there.

**9.2.** You can prevent this by setting your browser so that no cookies are stored.

**9.3.** However, we would like to point out that in this case you may not be able to use all functions of the website to their full extent.

**9.4.** We have concluded a corresponding contract with the provider for commissioned data processing.

**9.5.** Your IP address is recorded but immediately pseudonymised (e.g. by deleting the last 8 bits). This means that only a rough localisation is possible.

**9.6.** The data processing is based on the legal provisions of § 96 para 3 TKG as well as Art 6 para 1 lit a (consent) and/or f (legitimate interest) of the DSGVO.

**9.7.** Our concern in terms of the DSGVO (legitimate interest) is the improvement of our offer and our website. Since the privacy of our users is important to us, the user data is pseudonymised.

**10. Server log files**

**10.1.** In order to optimise this website with regard to system performance, user-friendliness and the provision of useful information about our services, the provider of the website automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. This includes your internet protocol address (IP address), browser and language setting, operating system, referrer URL, your internet service provider and the date/time. 9.2.

- 10.2.** We do not combine this data with personal data sources. We reserve the right to check this data retrospectively if we become aware of specific indications of unlawful use.

**11. Newsletter**

- 11.1.** You have the possibility to subscribe to our newsletter via our website. For this we need your e-mail address and your declaration that you agree to receive the newsletter. We reserve the right to activate or deactivate the option to subscribe to a newsletter at any time.
- 11.2.** As soon as you have registered for the newsletter, we will send you a confirmation e-mail with a link to confirm your registration.
- 11.3.** You can cancel your subscription to the newsletter at any time. Please send your cancellation to the following e-mail address: [office@laback.at](mailto:office@laback.at). We will then immediately delete your data in connection with the newsletter dispatch. This cancellation will not affect the lawfulness of the processing carried out on the basis of the consent until the cancellation.

**12. Our Contact Details**

- 12.1.** The protection of your data is particularly important to us. You can reach us at any time for your questions or revocation at the contact details listed below.

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